

The BHP logo is displayed in a large, bold, white sans-serif font in the top left corner of the slide. The background of the entire slide is a photograph of a large-scale mining operation, featuring massive piles of dark, reddish-brown ore under a clear blue sky. A complex network of yellow and black conveyor belts and structural supports is visible on the right side of the image, extending across the ore piles.

# BHP

## Off Contract Engagement Tool (OCET) Quick Reference Guide for contracting partners

### Minerals Australia Contractor Management Framework

April 2019

# OCET Quick Reference Guide

To ensure we have consistency in how we engage and manage contractors across our Minerals Australia operations, we have implemented a regional contractor management standard (or CMF) which standardises each of the critical engagement steps regardless of whether you (as a contracting partner) are engaged on or off-contract.

For contractors engaged for services off-contract (via direct purchase order), we have introduced an Off-Contract Engagement Tool (or OCET) to provide a consistent framework and process for how we scope work, and identify and address risks. The OCET also clearly outlines roles and responsibilities between BHP and the contractor.

All contracting partners will receive an OCET for the purposes of clarifying the scope, risks and controls of their engagement, and their responsibilities. In some instances contracting partners will be required to complete information in the OCET such as the Scope of Work and risk assessment.

The following information takes you through each tab of the OCET.



# OCET Summary

A high level summary of the sections of the OCET. You should refer to the detailed information on each section prior to completing an OCET.

OCET Section	Summary	Description
0. Overview	No action required	There is no requirement for a contracting partner to enter any information in this tab.
1. Engagement Requirements	No action required	There is no requirement for a contracting partner to enter any information in this tab.
2. Scope of Work	Embed your SOW or review BHP's SOW	If you are developing the Scope of Work on behalf of BHP you should embed it here. If BHP is developing the Scope of Work you should review it.
3. Risk Identification	Review risks and embed control documentation	You should embed your documentation describing the controls associated with the risks shown in this section.
4. Contractor Summary	Complete information if required	Once you have been engaged as the contracting partner, a BHP representative may send this section to you to complete or complete it with you.
5. Contractor Risk Assessment	Work with the BHP representative to complete a Risk Assessment	Assess the risks relating to this Scope of Work
6. Plan to Monitor and Verify	Review	Review and understand the Plan and complete all assigned actions prior to engagement. You must also ensure that your team understand the risks and controls for their work.
7. Work Area Manager Approval	Review	Review the details of the nominated person who will be supervising the work (i.e. Execution Supervisor) and Vendor Owner if this Engagement is ongoing.
8. Meeting Minutes and Actions	Review	If the engagement is ongoing or a fatal risk has been identified, this section shows the meetings that must be conducted.

# 0. Overview

This section provides a description of the OCET and basic instructions.

## Overview

# BHP

### Off-Contract Engagement Tool (OCET) Overview

When engaging a contractor, our primary consideration must be safety.

Off contract engagements (especially those which involve high risk work) have the potential to introduce uncontrolled risk to our business. By following a structured approach to engaging contractors, all parties will have the opportunity to ensure that risks related to the engagement are identified and controlled and understand their accountabilities during the engagement. It is essential that the vendor is engaged as a part of the process to create this OCET, and the completed OCET is sent to the vendor.

The OCET is a part of the Contractor Management Framework and provides a structure to:

1. Understand the engagement
2. Develop/Review the scope of work to ensure any changes to scope are managed
3. Identify the risks, and understand, agree and align on the minimum controls for those risks
4. Identify the contractor engaged for the work and document contact details
5. Determine the safe system of work is robust enough to manage the risks
6. Create a plan to monitor that the safe system of work is effective
7. Have the engagement (the contractor, the scope of work, the risk assessment, and the supervision) approved by the Area Manager
8. Link to records applicable to the monitoring and controlling activities required for the vendors engagement.

Please revise the information in the OCET so that it is up to date at all times. For example, if there are changes to the Scope of Work you must update the OCET and return it to the Vendor Owner / Area Manager for reapproval.

**Do not** include any commercial or competitively sensitive information ("CSI") in this document. CSI includes any current, non-public information that may be used to affect the competitive process such as: pricing, costs, revenues, margins, market share information, terms of sale or purchase, production volumes and capacities, bidding intentions, employee salary and benefit information, and strategic information, including marketing, production, and expansion and contraction plans. Health, safety or environmental (HSE) data is not CSI.

**Do not** include any links to any commercial terms in this document, including any subsequent quotes or purchase orders.

[Once completed save this OCET to the MAuCMF SharePoint folder for the vendor at your Asset.](#)

*There is no requirement for a contracting partner to enter any information in this tab.*

The intent of the OCET is to provide clarity between BHP and our contracting partners relating to scope of work and risk management. It is essential our contracting partners are a part of the development of the OCET so there is a shared understanding of the scope and risks prior to work commencing.

An OCET will only need to be completed once for work that has a Vendor Owner assigned to manage the scope

If there is a change in scope or risk during the engagement, then the current OCET will need to be revised or a new OCET completed.

# 1. Engagement Requirements

This section helps the BHP representative to decide if an OCET is required for the engagement.

Engagement Requirements
BHP

Select Asset and Engagement Type for the work.

Asset:	OD
Engagement Type:	Off-contract engagement
Initiator name:	Chris Vanlaarhoven

Brief description of the job.

Briefly summarises the Scope of Works intended for the Vendor to provide on site. The Scope of Works will be detailed in tab 2 (Scope of Work).

Calibration of Conveyor belt weightometers on all Mine end production conveyors

Select an answer for each of the below; these will highlight outcomes with requirements based on selection.

	YES/NO	Considerations				
<b>Approved Vendor List</b>	Is this a new OCET for this vendor? <i>For example, answer Yes if:</i> - the vendor is not listed on the off-contract approved vendor list, - has not previously been engaged under an approved OCET tool, or - the prior OCET scope of work and approvals differ to the extent that a new OCET is required.	Yes				
<b>Systems of Work</b>	Will the Contractor's or BHP's system of work apply to the execution activities?  Who will provide the supervision for the work? <i>Supervision refers to the process of physically, and frequently, observing that work is being performed by persons within their competence and training and in accordance with specific written instructions/systems of work. It involves intervening if the task is not being conducted appropriately to ensure safe methods of work are followed.</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: top; font-size: 0.8em;">Contractors Systems</td> <td style="font-size: 0.8em;">               If the activity is conducted with in an asset then the Asset's Our Requirements and Standards will always apply, selecting the Contractors system of work relates to specialised procedures created by the contractor associated with the task, Contractors system of work will need to be approved by the contract owner.             </td> </tr> <tr> <td style="width: 20%; text-align: center; vertical-align: top; font-size: 0.8em;">Contractor</td> <td style="font-size: 0.8em;">               Supervision refers to the process of physically, and frequently, observing that work is being performed by persons within their competence and training and in accordance with specific written instructions/systems of work. It involves intervening if the task is not being conducted appropriately to ensure safe methods of work are             </td> </tr> </table>	Contractors Systems	If the activity is conducted with in an asset then the Asset's Our Requirements and Standards will always apply, selecting the Contractors system of work relates to specialised procedures created by the contractor associated with the task, Contractors system of work will need to be approved by the contract owner.	Contractor	Supervision refers to the process of physically, and frequently, observing that work is being performed by persons within their competence and training and in accordance with specific written instructions/systems of work. It involves intervening if the task is not being conducted appropriately to ensure safe methods of work are
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<b>Service being engaged</b>	What is the service being engaged?  <i>Select the first from the list that applies to the engagement.</i> <b>Site Services</b> : work is performed on site or under BHP Monitoring. <b>Goods</b> : goods or hire equipment are being delivered to a designated site drop off point where BHP will be offloading and controlling once delivered. <b>Labour Hire</b> : contractor personnel filling a position in the organisational chart and under full BHP Supervision and Monitoring. <b>Visitor</b> : contractor personnel being brought on to site as a visitor where there is no physical work being performed and BHP system for visitor management will apply. <b>Off-site Services</b> : work is not being performed on site and work is not under BHP Monitoring.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: top; font-size: 0.8em;">Site Services</td> <td style="font-size: 0.8em;">               Scenarios for Site Services might include:                • The delivery of goods where a service is involved (such as entering an area exposed to a Fatal risk, unloading, servicing/maintaining, etc)                • The servicing of hired goods                • Engagements via CRes for work under BHP Monitoring                • Under a full service contract                • Warranty services under BHP Monitoring                Consideration should be given to scenarios where BHP Monitoring isn't required but where there could be a risk to Cyber Security from the engagement.             </td> </tr> </table>	Site Services	Scenarios for Site Services might include: • The delivery of goods where a service is involved (such as entering an area exposed to a Fatal risk, unloading, servicing/maintaining, etc) • The servicing of hired goods • Engagements via CRes for work under BHP Monitoring • Under a full service contract • Warranty services under BHP Monitoring Consideration should be given to scenarios where BHP Monitoring isn't required but where there could be a risk to Cyber Security from the engagement.		
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Based on your selections, this service engagement requires a completed and authorised OCET.

*There is no requirement for a contracting partner to enter any information in this tab.*

- This tab will be completed by a BHP representative, as it prompts the person to:
- Document a short description of the Scope of Work as a quick reference point;
  - Check for an existing OCET to use; and
  - Analyse the type of engagement and provide instructions if a new OCET is required.
  - Select which system of work is being as this influences who should undertake the risk assessment

## 2. Scope of Works

This section outlines the Scope of Works which all parties need to understand and be comfortable with to deliver.

**Scope of Work** **BHP**


The engagement for the work must be underpinned by a Scope of Work.  
For new scope of works, the development must include input from persons that have sufficient technical knowledge of the risks, knowledge of relevant workplaces and knowledge of any specific minimum controls or competency requirements.  
When using an existing scope of work for a new engagement, you must verify that the new engagement is not introducing a variation (scope creep) that the original was not developed for. If variation is introduced, the original will need to be updated, or a new scope of work developed, and re-approved.

**Details**

Engagement Type: Off-contract engagement Intended Start Date: 19/03/2019 Intended Duration: Ongoing

Insert Scope of Works that has been written in accordance with the CMF Off-Contract Scope of Work template  
If required, follow this link to access a blank copy of the CMF Off-Contract Scope of Work artefact [Click to follow link to the MAu CMF SharePoint to download a blank copy of the MAu Off-Contract Scope of Work Artefact](#)  
Scope of work requirements for this engagement: Insert the completed Scope of Work Artefact as an embedded document below

**Embed the CMF Off-Contract Scope of Work below as a word file**  
Instructions:  
1. Click inside the cell of the spreadsheet where you want to insert the object (D10).  
2. On the Insert tab, in the Text group, click Object.  
3. Click Create From File, browse for the file you want to insert from the list presented.  
4. Select the 'Display as icon' check box.  
5. Click OK.

 **Weightometer Calibration SOW**

*You may be required to enter information in this tab.*

The BHP representative will enter the start and completion date of the engagement. If the engagement is proposed to be repetitive under the same SOW and risks, a specific BHP representative will be assigned to manage the ongoing engagement as a Vendor Owner.

### Contracting Partner:

If you are developing the Scope of Work on behalf of BHP the content needs to:

- Include a description of the work to be done and the timing expectations;
- Identify at a minimum, the risks that have the potential to cause a fatality;
- Provide details of the technical and quality requirements; and
- Identify who will be responsible for supervising the work (if they are from BHP or your company).


You can ask the BHP representative to send you a template to use, if required.

If the Scope of Work has already been developed, please review it to make sure you agree with what is to be delivered. Please contact your BHP representative if you have any questions or concerns.

# 3. Risk Identification

This section outlines identified risks for the scope - all parties need to understand the material/fatal risks and controls.

## Material / Fatal Risk Identification



The material and fatal risks associated with this engagement must be identified, and the minimum controls associated with the scope documented.

You have indicated that the Contractors System of Work will be used for this engagement. The contractor must provide BHP with a summary of the controls associated with the risks selected below.

Based on the CMF Off-Contract Scope of Work (SOW), identify the Health & Safety Severity Level for MFL for SOW that will be performed on site. The MFL definition is the impact sustained in the plausible worst case scenario for that risk, when all risk controls are assumed to be ineffective.

**Asset where work is being undertaken:**

Asset: OD

Risk identification completed by: Chris Vanlaarhoven, Dianne Jordan

Role in Company / Position: BHP Vendor Owner, Cal-Services superintendent


Date Completed: 21/03/2019

**Once the below material and fatal risk review has been completed, embed the file containing the risk controls**

**The contractor is to embed the contractors documentation describing the controls associated with the risks selected below**

Instructions:

1. Click inside the cell of the spreadsheet where you want to insert the object (D25).
2. On the Insert tab, in the Text group, click Object.
3. Click Create From File, browse for the file you want to insert from the list presented.
4. Select the 'Display as icon' check box.
5. Click OK.



**Material and Fatal Risk Review; From the list below, check all direct exposure risks that apply to the scope of work**

**Maximum Foreseeable Loss:** MFL has been identified as equal to or greater than PL4

After a review of the below list, indicate the MFL from the selection on the right

- Air blast
- Aircraft Accident
- Ammonia - loss of containment
- Breach of Anti Corruption Laws
- Breach of Competition Laws
- Bus Accident
- Confined Space Incident
- Contact exceed 15VDC in ER&EW work zone
- Contact with Low Voltage Electricity
- Crush in Elevated Work Platform
- Detonation of Explosives Incident

You will be required to enter information in this tab.

This information will be completed by a BHP representative

### Contracting Partner:

You should embed your documentation describing the controls associated with the risks selected below.

BHP may have minimum critical controls for certain risks. If you disagree with any controls identified by BHP or have an alternative or additional control to suggest please raise this with the BHP representative and make any required update.

This field is populated by the BHP representative, however in order to be able to explain how you will deploy the controls to manage material and fatal risks, you need to know what those risks are. This is set out here. You should also discuss with the BHP representative if you have any questions or concerns.

If you identify additional risks associated with the scope of work, these must be raised with the BHP representative and documented here.

# 4. Contractor Summary

This section outlines the Safety Profile of the engaged Contracting Partner.

Contractor Summary		BHP	
<b>Proposed contractor details:</b>			
Contractor Company:	Cal-Services	Vendor Number:	30100465
Contractor Representative:	Dianne Jordan	Phone:	435213985
Alternative Contractor Rep:	John smith	Phone:	458745362
		Email Address:	D.Jordan@CSERVICES.com
		Email Address:	J.Smith@CSERVICES.com
<b>HSE Assessment of the Contractor</b>			
<b>Health - Employee Assistance Program</b>	Does the Contractor provide employees with free access to an employee assistance program?	Yes	
	<i>If yes, describe the service including options for access (face to face, telephone, video etc.), number of available sessions and whether or not it is open to family members</i>		Telephone service with 'R U OK' services
<b>Health - Mental Health &amp; Wellness</b>	Does the Contractor have any other programs or services in place to support the mental health and wellness of employees that will be engaging with BHP?	No	
<b>Policies And Procedures - HSE Policy</b>	Does the Contractor have a written HSE policy?	Yes	
	<i>If so, it is recommended for the vendor to provide a copy, including 3rd party certifications achieved to ISO/AS standards, training, statistics, breaches and prosecutions, this will be dependent on the engagement type and risk involved.</i>		
<b>Safety Culture - Employees</b>	Does the Contractor have documentation within their HSE Policy/system to actively encourage its workers to report actual and potential incidents/accidents?	Yes	
	<i>If yes, please provide the reference to where this can be found in the contractors HSE policy/system</i>		See section 3.5 - Employee accountabilities.
<b>Safety Performance - KPIs</b>	Does the contractor have HSE key performance indicators (KPI's) that are measured?	No	
<b>Health and Safety - Sub contractors</b>	Does the contractor have procedures for the management, monitoring and control sub-contractors?	Yes	
	<i>If yes, provide procedure(s)</i>		Section 8.2 of HSE Policy. All Subcontractors engaged by Cal-Services will be prequalified by the Technical Engineer with in the region. Prequalification will include technical ability to complete the requested works and Safety profile of the 3rd party company.
<b>Contractor Safety and Health Management Plan</b>			
<b>Insert Contractor Safety and Health Management Plan as an Object</b>			
Instructions:			
1. Click inside the cell of the spreadsheet where you want to insert the object (D11)			
2. On the Insert tab, in the Text group, click Object.			
3. Click Create From File, browse for the file you want to insert from the list presented.			
4. Select the 'Display as icon' check box			
5. Click OK			

You may be required to enter information in this tab.

## Contracting Partner:

Once you have been engaged as the contracting partner, a BHP representative may send this section to you to complete or complete it with you.

There is no right or wrong answers for this section, and there is no disadvantage if information is not available.

This intent of this section is to understand your safety profile, and provides your BHP representative with guidance for setting the monitoring strategy.





# 6. Plan to Monitor and Verify

This section outlines the plan for managing the engagement for the contracted term.

Plan to Monitor and Verify
BHP

If any of the tick boxes were selected on tab 3 (Risk Identification) indicating that Material or Fatal risks have been identified in the SOW, there is a requirement to ensure controls are captured in the below Plan.

**Develop the plan to monitor and verify**

**The Plan must take into consideration:**

- The Scope of Works
- The Risks identified (Material & Fatal)
- Audits & Inspections
- Sub-contractor Engagement Requirements
- Expectations for the Execution Supervisor
- Expectations for the Contractor
- Field Leadership Requirements
- Performance, HSEC & KPI Meetings
- Invoice/ Contract spend audit
- Out of Scope activities audit
- Vendor meetings (the frequencies described below should be adjusted based on the risk profile and term of engagement)
  - Monthly HSE meeting (where material and fatal risks are identified for the Scope of Work)
  - Annual Performance Meetings (where the vendors engagement is ongoing)

This is to be a month to month plan that captures all of the above points and sets out the requirements that will be in place at all times during the term of the Contractor engagement.

The following activities are generally conducted throughout supervision / leadership routines during works execution and could be chosen for review (i.e. using field leadership), as needed, to confirm effectiveness:

**Monitor and Verification Activities:**

- Work area inspections & hazard hunts (including PL4 focus)
- Field Leadership - Layered Audits (LA)
- Field Leadership - Take Time Talk (TTT)
- Field Leadership - Planned Task Observation (PTO)
- Field Leadership - Critical Control Observation (CCO)

**Execution Supervisor and Contractor need to:**

- Be fit for work.
- Know how to raise safety concerns
- Know who they report to
- Know who they need to communicate to and who will be communicating to them
- Understand the risks and the health and safety controls for the work they will do, and
- Understand the environment in which they are working

**Example of Schedule**

Role	TTT				PTO			
	Weekly	Monthly	Quarterly	Yearly	Weekly	Monthly	Quarterly	Yearly
Vendor Owner/Job Initiator (Delegate)		1					1	
Vendor								
Execution Supervisor		2						
Contract User								
Area Manager								

Role	CCO				LA			
	Weekly	Monthly	Quarterly	Yearly	Weekly	Monthly	Quarterly	Yearly
Vendor Owner/Job Initiator (Delegate)		1						1
Vendor								
Execution Supervisor								
Contract User								

**Contract Monitoring & Controlling Meeting Schedule**

Meeting type	Daily	Weekly	Monthly	Quarterly	Yearly
HSEC Review			x		
Safety Meeting					
Management Review (Annual)					x
Other (Document)					
Other (Document)					

**Executing the Plan**

**Sub Contractor Engagement:** Subcontractors need to be pre-qualified for technical and safety competency by the contractor

Vendor Owner/Job Initiator to document below the Contractors plan to pre-qualify the Sub Contractor, this may include - Inductions, Training, Supervision

All Subcontractors engaged by Cal-Services will be prequalified by the Technical Engineer with in the region, Prequalification will include technical ability to complete the requested works and Safety profile of the 3rd party company

Vendor Owner to endorse the engagement before any 3rd party mobilises to site.

**Execution Supervisor Instructions:** Free text field for additional instructions for the Execution Supervisor.

Conduct at minimum 1 TTT per down day on Cal-Services while works being carried out

Monitor Works being completed are within Scope of Works.

Escalate to Vendor Owner any request to use 3rd party resources.

**Contractor Instructions:** Free text field for additional instructions for the Execution Supervisor.

Vendor must advise the Vendor Owner/Job Initiator if engaged to complete works outside of the documented Scope of Works.

Conduct 1 CCO on Surface Vehicle Interaction risk per month on your supplied vehicle

Conduct 1 PTO on your HSE Policy per quarter, PTO to be targeted on the Technician knowledge of the exposed Material and Fatal Risks, and control plan.

HSEC Meeting - 1 per month, Vendor to provide evidence of completion of the above, vendor owner to provide compliance to other Field leadership activities.

Management Review - 1 per year, Review of updates/improvements of HSE Policy, Compliance to Safety Performance, Cal-Tec company profile.

*There is no requirement for a contracting partner to enter any information in this tab, however, you need understand the Plan and complete all assigned actions prior to engagement. This Plan will be reviewed and revised through the engagement.*

*You must also ensure that your team understand the risks and controls for their work.*

The BHP representative will populate this section with actions from the Risk Assessment, Standard Field leadership activities or nominated schedules from the contracting partners HSE Policy. The extent of the activities to be completed will match the risk exposure of the Scope of Work, and need to be sufficient to manage the identified risks.

This section nominates the meeting requirements for the e.g. if fatal risks have been identified in the scope of work, monthly HSEC meetings will be required to measure compliance to this Plan; if the engagement is ongoing an Annual Management review will be required to review overall performance etc.

This section provides further information on the monitoring and verification plan, which you and your team need to understand.

As the contracting partner, it is your responsibility to assess any sub-contractors you're planning to engage as part of the work, and ensure they meet the same technical and safety standards as we require of you. You also need to notify BHP of the sub-contractors you intend to use. The information you provide on your strategy for pre-qualification and sub-contractor engagement is included in this section.

# 7. Work Area Manager Approval

This sections details the assigned Supervisor and Vendor Owner, and confirmation that the Area Manager has approved the work.

Work Area Manager Approval

If any of the tick boxes were selected on tab 3 (Risk Identification) indicating that Material or Fatal risks have been identified in the SOW, there is a requirement for you to provide evidence that a Manager has reviewed and approved the information in this tool (e.g. email, certified digital signature, scanned signed copy).  
Once the OCET has been Manager approved, send copy to engaged Vendor for reference.

**Supervisor Details**

The Supervisor is the person who is accountable for supervising the Contractors' (including any Sub-contractors') work, managing the Scope of Work and has to make sure they have adequate time for these tasks (taking into account the risks involved with the work, its location and their other responsibilities).  
The Manager needs to be satisfied that the person will have the right skills and competencies to supervise the work.  
If more than one Supervisor will be overseeing the contractors, insert additional rows for each Supervisor.

Supervisor Name:	Contractor or BHP Personnel	BHP Appointed	Phone	Email
Janet Bloggs	BHP	Yes	0401555555	janet.bloggs@bhp.com
Joe Elect	BHP	Yes	0402555555	joe.elect@bhp.com

**Vendor Owner Details**

For an off-contract engagement, the Vendor Owner is appointed by the Asset, Operation or Function. The Job Initiator should escalate the appointment of a Vendor Owner to the appropriate organizational level dependent on the Scope of Work and geographical span of the engagement.  
If required, the Vendor Owner appointment form can be found in the MAuCMF SharePoint:  
[MAuCMF > CMF and Supporting Artefacts > Mau CMF Vendor Owner Appointment Form](#)

Vendor Owner Name:	Site/Operation Area	Phone	Email
Chris Ven Dorowner	Mine	0411555555	chris.vendorowner@bhp.com

**Manager Approval**

As the Manager (Level E) by signing the below, you are approving the information in this OCET which will allow the Contractor to conduct the Scope of Work in accordance with the Risk Assessment and under the supervision of The Supervisor(s).

Area: Mine Maintenance  
Area Manager Name: Liezel Chin  
Signature:  
Date: 30/03/2019

If required, Manager Approval can be inserted as an object below.

Instructions:  
1. Click inside the cell of the spreadsheet where you want to insert the object (D25).  
2. On the Insert tab, in the Text group, click Object.  
3. Click Create From File, browse for the file you want to insert from the list presented.  
4. Select the 'Display as icon' check box  
5. Click OK.

**Save the completed OCET**

[Once completed save this OCET to the MAuCMF SharePoint folder for the vendor at your Asset.](#)

PLEASE NOTE: If the decision is made not to approve a particular vendor, the OCET spreadsheet can still be uploaded to SharePoint but only if the reason relates to HSE concerns. Please contact Legal if the reason is not HSE related before uploading to SharePoint.

*There is no requirement for a contracting partner to enter any information in this tab.*

*You will receive a copy of the OCET after it is approved.*

This section details the nominated person who will be supervising the work (i.e. Execution Supervisor), and can be BHP or contractor. If the engagement is ongoing or over an extended period of time additional supervisors can be nominated. It is important you and your team understand who the Supervisor is as they are the key contact on site and during the execution of the work, and will undertake monitoring and ongoing engagement routines.

If the engagement is ongoing, a Vendor Owner may be assigned and their details included in this section.

This section confirms approval of the work by the Area Manager.

# 8. Meeting Minutes and Actions

This section details the required meetings for monitoring and verification.

**Meeting Minutes and Actions** **BHP**

A material or fatal risk has been identified with this scope of work. The below meetings are required for the duration of the vendors engagement

- Meetings**
- 1. Pre-mobilisation meeting if required
  - 2. Ongoing monthly Safety meeting
  - 3. Annual meeting
  - 4. Demobilisation meeting

**Insert meeting templates as required**

<b>If required, follow this link to access a blank copy of the CMF Meeting artefacts</b>	<a href="#">Click to follow link to the Mau CMF SharePoint to download blank copies of the CMF meeting artefacts</a>
<b>Please provide a link to the SharePoint folder where the Meeting Minutes associated with this scope of work are stored</b>	

*There is no requirement for a contracting partner to enter any information in this tab.*

If the engagement is ongoing or a fatal risk has been identified, this section shows the meetings that must be conducted.



**BHP**